



Bulletin

2009-09B

INSTRUMENTS OF TAKING

TO: Collectors, City Solicitors and Town Counsels

FROM: Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

DATE: March 2009

SUBJECT: Instruments of Taking

This *Bulletin* provides you with new or revised forms approved by the Commissioner of Revenue for use in recording tax takings. G.L. c. 58 § 3; c. 60, § 105. A new form is being issued for use by assignees of tax receivables under G.L. c. 60, § 2C. See Section III of [Informational Guideline Release No. 2005-208, Payment Agreements and Tax Receivable Assignments \(June\)](#). The current instrument of taking has also been updated.

The forms (State Tax Forms 301 and 301A) are posted on our [website](#). The attached chart describes the revisions made.

As usual, you may decide with your vendor the size and color, as well as the typeset and spacing, for the forms. You may also adapt the format as needed to generate them electronically and record them. The size and spacing shown in the posted forms result from our technical limitations and are not intended to prevent you or your vendor from developing a format that better suits your needs.

If you have any questions, please contact the Bureau of Municipal Finance Law staff at 617-626-2400.

MARCH 2009 FORM REVISIONS
INSTRUMENTS OF TAKING

FORM NAME	NUMBER	PREPARER	RECIPIENT	REVISIONS
Instrument of Taking	301	Tax Collector	Registry of Deeds	<ul style="list-style-type: none">• <u>Text</u> - Language updated for readability and style.• <u>Acknowledgement</u> - Revised to reflect standards for notaries public under Executive Order 455 (04-04).
Instrument of Taking by Assignee	301A	Assignee of Tax Collector	Registry of Deeds	New form.